



DISTRICT OF COLUMBIA COURTS POSITION VACANCY ANNOUNCEMENT



ANNOUNCEMENT NUMBER: 02-08-046	OPENING DATE: 02-20-08	Open Until Filled First Screening – 03-21-08	OPEN TO ALL APPLICANTS
POSITION: Fiscal Officer/ Chief Financial Officer and Director of Budget and Finance Division	TYPE OF APPOINTMENT: Court Executive Service	SALARY: \$126,900 - \$150,000 DC Courts non-judicial employees receive federal retirement and benefits.	
DIVISION: Budget and Finance	LOCATION: 616 H Street, NW	TOUR OF DUTY: Full-time	
<p>BRIEF DESCRIPTION OF DUTIES: The Fiscal Officer/Chief Financial Officer provides expert budgetary, financial management and advisory services to the Joint Committee, Executive Officer, Clerks of Court, Division Directors and other officials of the District of Columbia Courts, and is responsible for all aspects of the Courts' financial management policies, programs and systems, including budgeting, accounting, banking, and revenue management. Responsible for establishing and maintaining an integrated and automated financial management system that encompasses a general ledger, managerial-financial reporting, and the ability to produce financial statements. Responsible for preparation and presentation of the budget to the Joint Committee on Judicial Administration, the Office of Management and Budget, and Congress, for the purposes of explaining and defending budgetary submissions and requests. Acts as the Courts' financial and budgetary liaison with other government agencies to ensure that the Courts' financial operations are handled in accordance with federal government laws, regulations, policies, procedures and sound financial practices.</p> <p>MINIMUM QUALIFICATIONS: A Bachelor's degree in finance, accounting or business administration, plus six (6) years experience in financial management including at least four (4) years at a management level in a government agency or private organization. An advanced degree in a related field can be substituted for up to two years of required experience. Documentation of education must be submitted with your application. Please submit a copy of your most recent performance evaluation with your application.</p> <p>SUPPLEMENTAL RANKING FACTORS: The following factors will be used to rate candidates' qualifications for the position. All applicants MUST respond to each ranking factor on separate sheets of paper. Please describe experience or education which indicates your level of qualification for each factor. Failure to respond to the ranking factors will disqualify you from further consideration.</p> <ol style="list-style-type: none">1. Knowledge of accounting and financial management principles, theories and practices.2. Knowledge of and experience with federal financial regulations, and the Office of Management and Budget financial, auditing and budgetary guidelines for federal agencies.3. Ability to manage multiple, high volume financial and accounting programs; to analyze, interpret and evaluate financial data; and to prepare financial reports/statements, audit reports and other required budgetary documents.4. Ability to select, train, supervise and manage staff in the performance of budgetary, accounting, finance and audit functions.5. Ability to serve as a key management advisor, interacting with court administrators, judicial officers and federal officials, and to assist in the presentation of oral and written budgetary reports before the Office of Management and Budget and the U. S. Congress. <p>SELECTION PROCESS: After a review of applications and ranking factors, interviews, writing samples and/or further screening may be required of the highest qualified candidates.</p> <p style="text-align: center;">Submit D.C. Courts Application and Ranking Factor Responses: Mail to D.C. Courts, Human Resources Division, 500 Indiana Avenue, NW, Washington, DC 20001; Hand-deliver to D.C. Courts, HR Division, Gallery Place (7th Street, NW between H & F Streets), Sixth Floor, Washington, D.C. For a court application, call (202) 879-0496, Fax (202) 879-4212 or visit our website at www.dccourts.gov.</p>			
<p>It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.</p>			

